

**SCWD** — servicewide employment list for all State agencies.

Promotional eligibility is transferable between the agencies. Transferability, however, depends upon movement without a break in service and concurrence of the appointing agency.

### Employment List Information

After the list is established, your ranking on the employment list is not available, for it may vary from day to day as a result of various factors. For example, appointments are made; eligibles may go inactive, return to active status, or change their location choice; veterans preference points added to a person's score could change his/her position on the list and affect that of every other eligible on the list. In some cases, the employment list on which your name appears may be preceded by a list from an earlier examination. These are just a few of the circumstances which could change the listing and, therefore, make any information regarding where you rank on the list invalid by the time you receive it. Therefore, this information cannot be provided.

### Waivers

In the event you are offered temporary or permanent employment which you find impossible to accept or in which you are not interested, you may waive the appointment. Eligibles on open lists are permitted three waivers of appointment to positions in any given class after which their names are permanently removed from the list for that class. Promotional eligibles are permitted an unlimited number of waivers, when they respond to each contact received.

You may protect your eligibility by compliance with the following four points:

1. Respond promptly to inquiries from State agencies regarding employment. You are allowed a reasonable time to respond. For example, if a letter is mailed to an eligible within the city, a maximum of four days for reply is permitted; a telegram must be acknowledged within three days of transmittal. Failure to respond within the time limit will result in your name being placed on the inactive list.
2. Do not waive your rights in relation to any appointment in which you are really interested. No one is to make requests or statements that can be construed as asking or instructing eligibles to go inactive or waive a position [Government Code Sections 19680(c) and 19682]. Report such incidents in writing to the Testing Office of the State Personnel Board.
3. The locations where you would consider employment may be changed by writing to the agency whose name

appears on the Notice of Examination Results. Changes will be limited to those locations stated on the examination announcement or on the Conditions of Employment Form you filled out at the time of your examination. A waiver will not be charged against your rating if you are contacted after you have changed your Conditions of Employment.

4. If you have elected to make your name inactive on the employment list and are thereafter contacted by a State agency regarding employment, merely notify the agency that you are already inactive. You will not be charged with a waiver if your request for inactive status was mailed before you were contacted for the position.

### Inactive Lists

Circumstances may develop which will make it impossible for you to accept State employment at the time it is offered to you. In this event, you should write and request that your name be placed on the inactive list. Upon your written request, your name may be restored to the active list, providing the list is still in existence and/or you have not waived three offers of employment. Such requests should be addressed to the agency whose name appears on the Notice of Examination Results.

### Probationary Period

Your employment during the earlier part of your service — usually a period of six months — constitutes a probationary period. These first six months are, in effect, a performance test. If your work is satisfactory and you successfully complete this probationary period, you acquire permanent civil service status.

### REMEMBER THESE POINTS!

1. Answer promptly all request for information.
1. Avoid waivers and possible loss of eligibility by advising the testing office immediately of changes — changes in your address or changes of locations where you will accept employment, and whether you will accept permanent or temporary work.
1. Your full cooperation assures you that your name will be certified to vacancies for which you are eligible.

# Congratulations

### YOU PASSED YOUR EXAMINATION

The enclosed *Notice of Examination Results* means that you have passed the examination, and that your name has been placed on an employment list for California state service.

Whether you are a prospective new employee who recently passed an open examination or a State employee who passed a promotional examination, this booklet provides information that is extremely important to you. *Read it carefully and keep it for future reference.*

### PLEASE NOTE:

The Notice shows the kind of employment list on which your name appears.

OPEN means you passed an open examination and are eligible for certification in a specific class. Depending on the terms of the original examination announcement, this eligibility may be valid statewide or may be restricted to a specific district or locality.

If you are now a State employee and passed a promotional examination, refer to the section titled "Promotional Lists" for additional information.

If certification of your name is subject to a specific requirement, this information will be indicated on your Notice. It is advisable that you act to fulfill the requirement in order not to delay possible appointment.

### Term of Eligibility

You will remain eligible for State employment in this classification as long as the employment list on which your name appears is in existence or you are appointed from the list. The duration of the employment list is indicated on each examination announcement.

### Examination Score

Examination scores for some positions are rounded to the nearest whole percentage point and eligible candidates are ranked in order of the rounded scores. All other examination

scores are computed to two decimal places with candidates ranked in consecutive order. Career credits or veterans preference points, if applicable, are added to determine your final score.

### Career Credit

A competitor who passes an OPEN, NONPROMOTIONAL civil service examination and who has permanent civil service status (or who has a *mandatory* right of reinstatement to a position with permanent civil service status) is eligible to receive three career credit points added to his/her earned score.

Career credits are not given to persons who have permissive reinstatement privileges. The distinction between mandatory right of reinstatement and permissive reinstatement privilege is outlined in Government Code Sections 19140-19143. (The examination announcement indicates if career credit points will apply. If you receive veterans points in this type of examination, then you cannot receive career credits.)

### Veterans Preference

Veterans preference credit is granted only on eligible lists resulting from open and open nonpromotional entrance examinations. These credits are granted to all competitors who qualify for, and have requested these points and who are successful in all parts of the examination. (The examination bulletin announcement indicates if veterans preference credit will apply.) Requests for veterans preference, together with proof of eligibility, should be submitted to: State Personnel Board, 801 Capitol Mall, P.O. Box 944201, Sacramento, CA 94244-2010, Attention Veterans Desk. Disabled veterans must apply every time. Nondisabled veterans, widows/widowers of all veterans, and spouses of 100% disabled veterans need apply once.

### Medical Requirement

Your appointment will be subject to medical approval based on a medical examination or a self-completed health questionnaire. If a medical examination is required, you will be given an official Medical Examination Report Form by the appointing officer. This form must be completed by a *licensed physician and surgeon*, signed, and mailed to the office designated by the appointing officer. If the position to which you are appointed is in a State institution where medical facilities are available, the medical examination may be conducted by the resident medical staff. The medical report must be approved by the Medical Officer of the State Personnel Board or delegated authorities before you go to work.

Depending on classification, one medical report usually serves all State agencies; it is valid for 90 days from date of approval.

If you are now permanently employed in a California State Civil Service position, you should inform the appointing officer, as under these circumstances a medical examination may not be required.

Occasionally, the requirement of additional medical information will delay the acceptance of a Medical Examination Report or a medical rejection will be exercised which the applicant had not anticipated. Therefore, do not leave your present employment without having had assurance from the employing agency or the State Personnel Board that your Medical Examination Report or health questionnaire has been approved.

### Employment Lists and Appointment

The names of people who pass the entire examination are placed on an employment list. Those with the highest score are at the top of the list, those with the second highest score are next on the list, and so on. When there are job openings in State Government, the candidates on these employment lists are contacted for employment. People are called in the order of their placement on the employment list; that is, those with the highest score are contacted first and so on. (**Note:** Not all eligibles need be contacted before a selection is made. It is not possible to predict when you may be contacted or selected.)

The State of California is an affirmative action employer offering equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. State officials and supervisory employees appoint, assign, train, evaluate, and promote State personnel only on the basis of merit and fitness.

A new appointee is required to furnish their social security account number at the time of appointment. If you do not now have a social security account number, you should apply immediately to the nearest office of the U.S. Department of Health and Human Services, Social Security Administration.

### Open Lists

Most open examinations are given on a statewide basis. Lists resulting from statewide examinations may be used to fill positions in any location in the State. Lists resulting from examinations given on a local or "spot" basis are normally used only to fill positions in the specific locations for which

the examinations were given. Transfer of eligibility from one "spot" list to another is permitted only if the examination in the receiving locality was comparable to the examination in the original locality and the department(s) participating in the examination allow transfer of list eligibility; requests for transfer of "spot" eligibility must be made by writing to the agency whose name appears on the Notice of Examination Results. Some examinations are given for positions that are seasonal or intermittent; if you are on a list for one of these positions, it does not qualify you for permanent full-time employment.

Your name will be certified when it becomes high enough on the list to be considered for appointment in accordance with the conditions you specified at the time of the examination. For example, if you indicated that you are interested in permanent employment only, your name would not be certified for temporary employment. Or if you had the opportunity to restrict the certification of your name to specific locations, your name would be certified for employment only in those locations.

If you are appointed to a permanent full-time position, your eligibility is used and your name is removed from the list. If your appointment is to a temporary or part-time position, your name remains on the list for certification to a permanent full-time position, if you are available for such employment.

It is important that you advise the testing agency whose name is on the Notice of Examination Results of any changes in your home or mailing address. Failure to advise the testing agency of any change of address may make it impossible for you to be contacted, thus resulting in the loss of a job opportunity.

### Promotional Lists

When you accept employment with California State Government, you become a member of a true merit system. Many promotions are made from within the service. Employees become eligible for promotion by examination and promotional lists precede lists derived from open examination.

The following abbreviations will explain the type of employment list from which your name will be certified:

**SUBD** — subdivisional employment list for a particular division of a State agency.

**DEPT** — departmental employment list for a particular State agency.

**MULT** — multidepartmental employment list for a designated group of departments.